SELBY HIGH SCHOOL

SPECIALIST SCHOOL FOR THE ARTS AND SCIENCE

Job Description – Catering Assistant

POSITION:	**CATERING ASSISTANT**
SALARY:	Grade AB - £13.28 p/h
REPORTS TO:	Catering Manager
HOURS:	11.25 hours per week, term time only

Job Purpose

The core focus of this job is to assist the Catering Manager in delivering an efficient catering service operating to the highest standards of food safety. The post holder will do this by carrying out duties such as food preparation, setting out and putting away dining furniture, serving meals to children and staff, washing up and cleaning the kitchen and dining room.

Key Responsibilities

Operational

- Carry out basic food preparation tasks, for example, weighing-up food, preparing fruit and vegetables, preparing sandwiches, making sauces and removing items from ovens.
- Refill and replace sauces, condiments and other consumables
- Putting out dining tables and chairs before service and cleaning them before putting away into storage after service
- Cleaning outdoor dining tables
- Serving food and beverages to students and staff
- Tidying up the kitchen and dining room and carrying out cleaning and washing up duties
- Sweeping and mopping floors
- Removing waste and rubbish to the designated area

Communication

- Communicate with students during service periods, to ascertain their needs and support them in developing good dietary habits
- Listen actively and respond to the concerns of students
- Communicate with the Catering Manager, Catering Supervisor and other colleagues in relation to carrying out duties and the reporting of potential hazards in the kitchen

Resource Management

- Assist the Catering Supervisor and other kitchen staff in the careful use and maintenance of equipment including reporting faults to the Catering Manager
- Use efficiently services such as gas, electricity and water

Skills Development

- Attend training courses as required including Food Hygiene, COSHH and any Health & Safety training

Safeguarding

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

Health and Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities, as defined in the Health and Safety Policy and Procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.

Systems and Information

- Carry out all work in accordance with the policies and procedures included in:
  - The Food Safety Management System
  - The COSHH Manual
  - The Risk Assessment Manual
- Other relevant NYCC policies and procedures

Flexibility

Selby High School provides front line services and recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.

Data Protection

To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

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Person Specification – Catering Supervisor

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications & Training			
Level 2 Award in Food Safety in Catering		X	Application
Willingness to undertake Level 2 Food hygiene certificate	X		Application
Willingness to undertake relevant training	X		Application/ Interview
Experience			
Experience of working in catering establishments undertaking basic kitchen tasks including food preparation and service of food	X		Application/ Interview
Skills & Knowledge			
The ability to maintain a high level of food hygiene, food safety and health and safety standards when carrying out duties	X		Application/ Interview
Be reliable, dependable and have a smart and tidy appearance Be able to work as part of a team with good humour	X		Interview
Good interpersonal communication skills	X		Application/ Interview
Knowledge of the importance of good dietary habits of young people and the need to encourage good food choices	X		Application/ Interview
Knowledge and understanding of good cookery and correct working practices in a kitchen environment	X		Application/ Interview
Ability to work effectively as part of a team.	X		Application/ Interview
Other Requirements			
Physical ability to carry out the duties of the role	X		Application/ Interview
Motivation to work with children and young people and to be able to converse at ease with customers and provide advice in accurate spoken English.	X		Application/ Interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Interview